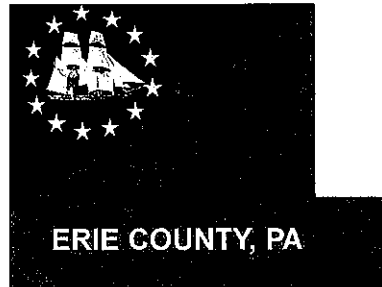


## PERSONNEL AGENDA

Erie County Council

[www.eriecountygov.org](http://www.eriecountygov.org)



Edward T. DiMattio, Jr., Chairman  
Jay Breneman, Vice Chairman  
Phil Fatica  
Kyle Foust  
Andre Horton  
Fiore Leone  
Carol J. Loll

April 3, 2014

4:00 P.M. – follows immediately after Finance  
Room 114A

1. Ordinance Number , 2014 “2014 General Fund Budget Change In Job Title For Director Of Personnel And Personnel Code Nomenclature To Department Of Human Resources”  
**Page 2**
2. Ordinance Number , 2014, “2014 General Fund Budget Change In Job Title For Director Of Human Services/MHMR Administrator And Department Nomenclature To Mental Health/Intellectual Disability (MH/ID)”  
**Page 7**
3. Ordinance Number , 2014, “Amending The Administrative Code Of Erie County, Previously Amended By Ordinance Number 35, 2013”  
**Page 9**

**ORDINANCE NUMBER     , 2014**

**2014 General Fund Budget Change In Job Title For Director Of Personnel and  
Personnel Code Nomenclature To Department Of Human Resources**

**WHEREAS**, the Erie County Home Rule Charter requires a director overseeing personnel administration; and

**WHEREAS**, the Erie County Executive is desirous of updating the nomenclature in use for personnel administration in Erie County.

**THEREFORE BE IT ENACTED** by the County Council of the County of Erie pursuant to Article II Section 3B (2) d and Article VII, Section 1A of the Erie County Home Rule Charter that this 2014 General Fund Budget change of title(only) for the Director of Personnel is hereby approved as outlined on the attached Exhibit A.

**BE IT FURTHER ENACTED** that the Personnel Code of Erie County is hereby amended to reflect the change in nomenclature from Personnel to Department of Human Resources.

This ordinance shall be effective immediately upon adoption.

Attest:

COUNTY COUNCIL OF THE  
COUNTY OF ERIE, PENNSYLVANIA

\_\_\_\_\_  
Douglas R. Smith  
County Clerk

\_\_\_\_\_  
Dr. Kyle Foust, Chairman

Date: \_\_\_\_\_

\_\_\_\_\_  
Fiore Leone, Vice Chairman

\_\_\_\_\_  
Jay Breneman

Approved by:

\_\_\_\_\_  
Edward T. DiMattio, Jr.

\_\_\_\_\_  
Kathy Dahlkemper,  
County Executive

\_\_\_\_\_  
Phil Fatica

\_\_\_\_\_  
André R. Horton

Date: \_\_\_\_\_

\_\_\_\_\_  
Carol J. Loll

**Exhibit A**  
**2014 General Fund Budget**  
**Change in Job Title From Director of Personnel**  
**To Director of Human Resources due to**  
**Change in Department Name**

Effective

**Change from:**

Title	Grade	Position Number	2014 Wages	Annual Salary	Hourly Rate
Director of Personnel	Appointed	002200-001	63,810	63,810	42.88

**To:**

Title	Grade	Position Number	2014 Wages	Annual Salary	Hourly Rate
Director of Human Resources	Appointed	002200-001	63,810	63,810	42.88

Total Increase

0	0
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Admin. Code

Article II, Section 2, C, 8

8. Department of Personnel

(a) Function of the Department

The Department of Personnel shall be responsible for administering personnel services to the County Executive, the elected offices, the Courts, and other units as may be provided by law or agreement, and shall exercise general supervision over the personnel program of the County.

The Department of Personnel shall also be responsible for overseeing and supervision of the Erie County Office of Federal programs covering the Erie County Office of Veterans Affairs and the Affirmative Action Program - Equal Employment Opportunities Programs.

(b) Department Head

The Department of Personnel shall be headed by a Director who shall be appointed by the County Executive and shall serve at the pleasure of the County Executive. The head of the Department shall be responsible to the County Executive for the proper performance of the Department.

(c) Responsibilities of the Department

The Department of Personnel shall have the responsibility to:

(i) Direct all administrative and technical activities and all provisions for personnel actions in this ordinance and personnel rules;

(ii) Recruit and examine applicants for employment;

(iii) Provide methods for determining the merit and qualifications of candidates for appointment or promotion;

(iv) Certify which applicants are qualified and are eligible for employment;

(v) Develop and maintain a compensation plan;

(vi) Develop and maintain a position classification plan;

(vii) Develop and implement a performance evaluation system;

(viii) Establish a system for reduction in force, lay-offs, demotions, transfers, and promotions;

(ix) Establish a system for discipline, grievance hearings, and appeals for all employees not covered by an employee contract;

(x) Establish a system for the receipt, acknowledgment, and recording of suggestions of employees for improving County government;

(xi) Establish procedures for maintaining attendance and leave records and actions based on these records;

(xii) Develop training programs in cooperation with directors and elected officials;

(xiii) Promote employee activity programs;

(xiv) Maintain all employee personnel records;

(xv) Prepare and recommend revisions and amendments to the Personnel Code;

(xvi) Develop and foster programs for the improvement of the employees' safety, health, and welfare;

(xvii) Certify Personnel Change and Payroll Authorization Forms;

(xviii) Conduct contract negotiations;

(xix) Review, evaluate, and report compliance or noncompliance with the Personnel Code and collective bargaining agreements;

(xx) Develop and administer employee benefit and insurance programs;

(xxi) Develop policies and procedures governing relationships with employee organizations;

(xxii) Develop policies and procedures governing persons holding provisional, probationary, or temporary appointments;

(xxiii) Submit to the County Council a quarterly statistical review of County employment;

(xxiv) Perform the duties and exercise the powers as prescribed by law for the various federal programs;

(xxv) Insure the highest level of service from State and federal agencies to eligible veterans;

(xxvi) Provide adequate information to eligible veterans of services available to them from County, State, and federal agencies;

(xxvii) Prepare and update Affirmative Action Plans for Erie County and insure compliance with Equal Employment Opportunities legislation;

(xxviii) Advise officials of any changes of legislation regarding Equal Employment Opportunities (minorities, status of women, etc.);

(xxix) Attend and participate in meetings with other municipal, public, and private agencies involving the Department of Federal Programs mandate; and

(xxx) Perform such other duties as may be assigned or delegated by the County Executive.

(d) Organization of the Department

(i) Director.

(ii) Office of Veterans Affairs.

**ORDINANCE NUMBER     . 2014**

**2014 General Fund Budget Change In Job Title For Director Of  
Human Services/MHMR Administrator and Department Nomenclature To  
Mental Health/Intellectual Disability (MH/ID)**

**WHEREAS**, the Commonwealth of Pennsylvania Department of Public Welfare (DPW) utilizes the phrase "intellectual disability" to describe a permanent condition that affects an individual's ability to learn and function in daily life. A diagnosis requires that both a person's general intelligence and ability to function in daily life are significantly below average; and

**WHEREAS**, DPW offers reimbursement for a portion of the position of Director of Human Services/MHID Administrator; and

**NOW THEREFORE BE IT ENACTED** by the County Council of the County of Erie pursuant to Article II Section 3B (2) d of the Erie County Home Rule Charter and the MH/MR Act of 1966 that this 2014 General Fund Budget change of title (only) for the Human Services Director/MHMR Administrator is hereby approved as outlined on the attached Exhibit A.

This ordinance shall be effective immediately upon adoption.

COUNTY COUNCIL OF THE  
COUNTY OF ERIE, PENNSYLVANIA

Attest:

\_\_\_\_\_  
Douglas R. Smith  
County Clerk

\_\_\_\_\_  
Dr. Kyle Foust, Chairman

Date:\_\_\_\_\_

\_\_\_\_\_  
Fiore Leone, Vice Chairman

\_\_\_\_\_  
Jay Breneman

Approved by:

\_\_\_\_\_  
Edward T. DiMattio, Jr.

\_\_\_\_\_  
Kathy Dahlkemper,  
County Executive

\_\_\_\_\_  
Phil Fatica

Date:\_\_\_\_\_

\_\_\_\_\_  
André R. Horton

\_\_\_\_\_  
Carol J. Loll

**Exhibit A**  
**2014 MH/ID Fund Budget**  
**Change in Job Title From Director of Human**  
**Services/ MHMR Administrator To Director of**  
**Human Services/MHID Administrator Due To**  
**Change in Department Name**

Effective

**Change from:**

Title	Grade	Position Number	2014 Wages	Annual Salary	Hourly Rate
Director of Human Services/MHMR Administrator	M-IV	000101-019	86,115	86,115	41.40

**To:**

Title	Grade	Position Number	2014 Wages	Annual Salary	Hourly Rate
Director of Human Services/MHID Administrator	M-IV	000101-019	86,115	86,115	41.40

Total Increase

0	0
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**ORDINANCE NUMBER     , 2014**

**Amending The Administrative Code Of Erie County,  
Previously Amended By Ordinance Number 35, 2013**

**BE IT ENACTED** by the County Council of the County of Erie, pursuant to Article II, Sections 3B(1), 3B(2)(f) and Article XI, Section 12 of the Erie County Home Rule Charter that the Administrative Code of Erie County, previously amended by Ordinance Number 35, 2013, is hereby amended as follows:

1. The term "Department of Human Resources" will replace all references to the Personnel Department.
2. The term "Human Resources Director" will replace all references to Personnel Director.
3. The term "Intellectual Disability" or "ID" will replace all references to Mental Retardation.
4. The term "MHID" will replace all applicable references to MHMR.
5. The term "Human Services Director/MHID Administrator" will replace all references to Human Services Director/MHMR Administrator or MHMR Director.

**BE IT FURTHER ENACTED** that the Council Clerk circulates the amended language to all departments for insertion into their copy of the Administrative Code, including references to this ordinance and the date of its passage, and arranges for posting of the updated Code on the Erie County website.

This ordinance shall be effective immediately upon adoption.

COUNTY COUNCIL OF THE  
COUNTY OF ERIE, PENNSYLVANIA

Attest:

\_\_\_\_\_  
Douglas R. Smith  
County Clerk

\_\_\_\_\_  
Dr. Kyle Foust, Chairman

Date:\_\_\_\_\_

\_\_\_\_\_  
Fiore Leone, Vice Chairman

\_\_\_\_\_  
Jay Breneman

Approved by:

\_\_\_\_\_  
Edward T. DiMattio, Jr.

\_\_\_\_\_  
Kathy Dahlkemper,  
County Executive

\_\_\_\_\_  
Phil Fatica

Date:\_\_\_\_\_

\_\_\_\_\_  
André R. Horton

\_\_\_\_\_  
Carol J. Loll